

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice BU-565

For: State Offices

FY 2000 State Office Administrative Travel Allotments

Approved by: Acting Deputy Administrator, Management

David C. Hall

1 Overview

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Background

FY 2000 State Office administrative travel allotments are being issued for the full fiscal year. State Offices shall follow instructions in this notice and use the proper accounting codes for their State, according to 98-FI, when processing FY 2000 travel obligations.

SED's have discretion in the appropriate use of the total travel allotments issued in this notice and equipment allotments to be issued in an AS notice. These funds may be used interchangeably. Any change between travel and equipment allotments shall be submitted to BUD within 10 calendar days of the funds transfer. This notification is necessary to maintain monthly reporting and enter changes to travel and equipment allotments in the CORE accounting system.

KCMO provides each State, on a monthly basis, a copy of their individual travel reconciliation report (MQB200R1 report). Each State Office shall use this report to reconcile travel obligations to their in-house records to ensure that there are no excess or erroneous travel obligations charged against their State. A notice will be issued on performing travel reconciliations that will be designed to eliminate current inaccurate travel obligations reported for most State Offices.

Continued on next page

Disposal Date

October 1, 2000

Distribution

State Offices

11-29-99

Page 1

1 Overview (Continued)

B

Purpose

This notice:

- issues full-year FY 2000 State-controlled travel allotments for travel performed by State Office personnel, including State and County Federal Farm Loan personnel (Exhibit 1)
 - notifies SED's of the continued flexibility in the use of State Office travel and equipment allotments
 - provides criteria for charging certain travel to Washington-controlled State travel funds
 - emphasizes timely State Office travel document processing and reconciliation actions.
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Notice BU-565

2 Issuing Travel Allotments

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State Office

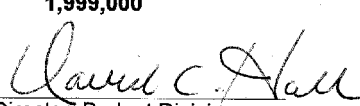
State Offices shall do the following.

Action

Step	Action
1	Use the allotments in Exhibit 1 for all State-controlled travel , including County Federal Farm Loan personnel. Follow 98-FI for correct accounting codes including the use of the new FY 2000 project code DN for all consent decree travel performed within a State .
2	Submit written notification to BUD within 10 calendar days, through EDSO, if funds are transferred between travel and equipment allotments.
3	Remain within the amount of approved travel allotments except as provided in step 2.
4	<p>Follow strict criteria for approving the use of Washington-controlled State travel. Washington-controlled State travel funds shall only be used by State Office and County Federal Farm Loan personnel for travel associated with any of the following:</p> <ul style="list-style-type: none">• travel to National meetings initiated by the National Office• special requests such as details, task force teams, jump teams and assisting other offices, including the National Office and KCMO• consent decree travel performed outside of the State. <p>Note: Special project code DN shall be used by State Office or County Federal Farm Loan personnel assigned to assist another office with consent decree activities, regardless of the length of the detail. Using special project code "DN" will assist State Offices and the National Office to identify the cost associated with consent decree travel for both State-controlled and Washington-controlled State travel.</p>
5	Review the monthly MQB200R1 report. Each office shall reconcile their in-house travel obligation records with MQB200R1 report and send all noted reconciliation discrepancies expeditiously to Marsha Stevens, Chief, KCMO-FAD-GLAB. This is especially important when using type B travel authorizations. This regular reconciliation process will ensure accurate recordkeeping and eliminate the reported over-obligations at month and year-end that are currently being experienced.

FY 2000 State Office Administrative Travel Allotments

FY 2000 State Office Travel Allotments

<u>State</u>	<u>Allotments</u>	<u>State</u>	<u>Allotments</u>
Connecticut	23,000	Alabama	227,000
Delaware	28,000	Arkansas	335,000
Maine	38,000	Florida	220,000
Maryland	60,000	Georgia	270,000
Massachusetts	88,000	Kentucky	375,000
New Hampshire	28,000	Louisiana	188,000
New Jersey	50,000	Mississippi	275,000
New York	194,000	North Carolina	336,000
Pennsylvania	247,000	Puerto Rico	122,000
Rhode Island	19,000	South Carolina	125,000
Vermont	85,000	Tennessee	310,000
West Virginia	159,000	Virginia	295,000
NORTHEAST AREA	1,019,000	SOUTHEAST AREA	3,078,000
Iowa	370,000	Arizona	179,000
Illinois	290,000	California	180,000
Indiana	230,000	Colorado	144,000
Michigan	225,000	Hawaii	215,000
Minnesota	375,000	Kansas	280,000
Missouri	370,000	New Mexico	134,000
Ohio	195,000	Nevada	85,000
Wisconsin	284,000	Oklahoma	365,000
MIDWEST AREA	2,339,000	Texas	721,000
Alaska	47,000	Utah	116,000
Idaho	222,000	SOUTHWEST AREA	2,419,000
Montana	283,000	TOTAL	10,854,000
North Dakota	348,000		
Nebraska	270,000		
Oregon	170,000		
South Dakota	339,000		
Washington	222,000		
Wyoming	98,000		
NORTHWEST AREA	1,999,000		
		11-29-99	
Director, Budget Division		Date	